

NAME CHANGE FORM INSTRUCTIONS – ADULTS
ALEXANDRIA CIRCUIT COURT

Do not use initials or abbreviations. Be sure to include middle names whenever available. There are two forms in this packet: the Petition and the Order.

NOTE: You must be an **Alexandria resident** for this Court to enter the name change order. Users of these forms are instructed to consult Virginia Code §8.01-217 and any other applicable Code sections.

INSTRUCTIONS FOR FILLING OUT THE PETITION

In the matter of the change of name for:

First line: write in your full legal name as it is right now, before the name change.

*Include first, middle and last names, no initials.

Second line: write in the full legal name that you would like to have.

*Include first, middle and last names.

Name Change No.: Leave this space blank. The Clerk's office will provide you with a number when you file your forms. Keep this number for your records.

Fill in your full legal name as Petitioner.

1. Fill in the reason you are seeking a name change. For example, "Divorced; want to go back to maiden name", or "Recently married; want to use maiden name as middle name".
2. Fill in your full name at birth.
3. Fill in your current address and telephone number.
4. & 5. Fill in your date of birth and place of birth.
6. Fill in your father's name, **first, middle and last**.
7. & 8. Fill in your mother's current name, **first, middle and last**, followed by her maiden name, **first, middle and last**.

Answer questions 9 through 13 by placing a check mark in the appropriate boxes. If necessary, provide documentation for any questions answered "YES".

Fill in your current full name and requested new name in the blanks provided.

Please provide complete information in all blanks or entry of your order will be delayed.

DO NOT SIGN THE PETITION YET! You will need to take the Petition to a notary public and **sign the Petition in front of the notary**. NOTE: You will sign using **your current legal name, NOT the name you are requesting**.

INSTRUCTIONS FOR FILLING OUT THE ORDER

In the matter of the change of name from: Fill this out exactly the way you did on the Petition.

Name Change No.: Leave this space blank.

1 & 2. Fill in your current full name and address.

3. Fill in your requested new name.

When you reach the paragraph that begins “ADJUDGED, ORDERED, and DECREED”, fill in your current name and requested new name in the blanks provided.

Skip to the bottom of the page and sign your current name under “I ASK FOR THIS”, on the line marked Petitioner.

After the documents have been completed and the Petition has been notarized, make one copy of each page to keep in your files. The Court only requires the original documents, no copies needed. File the Petition and Order forms with the Circuit Court Clerk’s Office and pay the required fee. At this time, the Clerk will give you a name change case number. Keep this number for your records.

After processing the documents, the Clerk’s office will send them to Judges’ Chambers for entry of the Order. A Judge will enter the Order if the documents have been filled out properly and are in compliance with Virginia Code §8.01-217. You will receive a signed copy of the Order in the mail. Certified copies are available from the Clerk’s Office for a small fee.

For further information about filing, costs or mailing in the documents, please contact the Alexandria Circuit Court Clerk’s Office at (703) 746-4044.

These forms and instructions are not provided as, or intended to replace, legal assistance. No guarantee is given regarding their application to any particular case. No warranties are given, and the user waives all warranties, including but not limited to the implied warranty of merchantability. You are advised to consult an attorney.

VIRGINIA

IN THE CIRCUIT COURT FOR THE CITY OF ALEXANDRIA

In the matter of the change of name for _____
First Middle Last : Name Change No. _____
to _____
First Middle Last :

PETITION FOR CHANGE OF NAME

COMES NOW your Petitioner, _____
after being duly sworn, states under oath as follows:

1. The petitioner seeks to change his/her name for the following reason(s):

2. The petitioner's full birth name is: _____

3. The petitioner's current address is:

And the petitioners daytime telephone number is _____

4. The petitioner's date of birth is _____

5. The petitioner's place of birth is _____

6. The petitioner's father's full name is _____

7. The petitioner's mother's full name is _____

8. The petitioner's mother's maiden name is _____

9. Has the petitioner ever been convicted of a felony? YES NO
If yes, include a copy of the conviction record.

10. Is the Petitioner currently incarcerated? ** YES NO
If yes, the facility name and location: _____
11. Is the Petitioner currently on probation with any Court? ** YES NO
If yes, the Court name and location: _____
12. Are you a person for whom registration with the Sex Offender and Crimes Against Minors Registry is required? ** YES NO
If yes, indicate where conviction occurred that resulted in the requirement to register: _____
13. Has the Petitioner ever changed his/her name previously? YES NO
If yes, include the Court order or other documentation.

WHEREFORE, your petitioner further certifies under oath that this name change is not sought for any fraudulent purposes and will not infringe upon the rights of others, and pursuant to Virginia Code section 8.01-217, your petitioner prays that the court order a change of name from:

_____ to _____.

 Petitioner

Commonwealth/State of _____
 City County of _____

I, the undersigned Notary Public, in and for the State and City aforesaid, do hereby certify that before me appeared, _____, whose name is signed to the foregoing Petition, and acknowledged under oath the same before me in my State and City aforesaid.

 Date

 NOTARY PUBLIC

My commission expires: _____

(Revised 7/1/14)

**No application of a probationer, incarcerated person, or person for whom registration with the Sex Offender and Crimes Against Minors Registry is required shall be accepted unless the Court finds good cause exists for such application under the reasons alleged in the application for the requested change of name. Attach explanatory documentation to the application.

VIRGINIA

IN THE CIRCUIT COURT FOR THE CITY OF ALEXANDRIA

In the matter of the change of name from

Name Change No. _____

to _____

ORDER

This day came the petitioner, seeking to change his/her name.

It appearing to the Court that:

1. The petitioner's current full name is _____

2. The petitioner's current address is _____

3. The Petitioner previously went by the following names _____

4. The petitioner seeks to change his/her name to _____

ADJUDGED, ORDERED, and DECREED that petitioner's name is hereby changed from

_____ to _____ and
further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

ENTERED this _____ day of _____, 20____.

JUDGE

I ASK FOR THIS:

Petitioner

(Revised 7/1/14)